

Circuit Court for Harford County

20 West Courtland Street
Bel Air, Maryland 21014



Judicial Assistant

Classification Description

Class specifications are broad descriptions covering groups of positions.
Individual position descriptions specifically address the work of each position.

I. NATURE OF WORK:

Employees in this position are confidential employees responsible for performing secretarial and administrative duties for a circuit court associate judge.

Employees in this classification receive close to moderate supervision from an Administrative Official, higher level Judicial Assistant, or Court Administrator.

Pursuant to Section 2-501 of the Courts and Judicial Proceedings Article of the Annotated Code of MD, this position serves at the pleasure of the Circuit Court Judges.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: One year of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

Notes: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Employees in this classification may be subject to background investigation and drug-screening.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Employees in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.

Performs receptionist duties to include answers, screens and routes telephone calls and takes messages;

Coordinates meetings, appointments, maintains schedule and/or docket information for associate judge;

Ensures arrangements for inmate transportation;

Sorts, files and retrieves correspondence;

Copies and distributes files, records, reports, documents, and materials;

Types memorandums, labels, envelopes, etc;

Purges files in accordance with established procedures, schedules or legal requirements;

Collects, seals and stamps mail; arranges for courier service;

Maintains office supplies, forms and materials; maintains equipment service contracts and schedules routine maintenance;

May perform basic data entry; conducts basic research and generates routine reports;

Performs other duties as assigned.

III. PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds, such as books, files and papers.

IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of business English, including proper grammar, spelling and punctuation.

Knowledge of office practices and procedures.

Skill in typing on personal computer and minimum speed may be required;

Ability to communicate effectively in person, in writing and via telephone.

Ability to use and maintain alphabetical and numerical filing system.

Ability to use standard office and business equipment including personal computers, word processing, spreadsheets and database software.

Ability to understand and implement departmental rules, regulations, procedures and instructions, both oral and written.

V. LICENSES, REGISTRATIONS, AND CERTIFICATES:

Possession of a valid Class "D" or Class "C" non-commercial motor vehicle operator's license with no more than three (3) points valid in the State of Maryland.

APPROVED: _____

The Honorable Angela M. Eaves

Date

Administrative Judge, Circuit Court for Harford County

Adoption Date: _____

Revised Date: _____

CIRCUIT COURT FOR HARFORD COUNTY
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HUMAN RESOURCES

Department: 411000-1101 Job Class: 0924
Position No.: 00526, 00529, 00533, 00538, 02818, 03842
Grade: C06 (\$43,506 - \$67,415)

REPORTS TO: ASSOCIATE JUDGE; COURT ADMINISTRATOR (00534)

SUPERVISES: N/A
